

342005/10/02

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: SOLID WASTE COLLECTION SUPERVISOR II

DEFINITION

Under general supervision, to plan, schedule, and supervise a large number of crews in the collection and disposal of garbage and refuse; and to do related work as required.

REPORTS TO: Solid Waste System Superintendent

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Solid Waste System Superintendent. Exercises lead supervision over crews.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Plan, schedule, and supervise the work of a large number of refuse collection crews.
- Train crews in accepted collection methods and practices including public relations and safety.
- Inspect collection routes and observe collection personnel for adherence to proper procedures and practices.
- Conduct follow-up studies on customer complaints and suggestions and make appropriate recommendations.
- Assist in the design and layout of specific collection routes and schedules.
- Evaluate the performance of assigned crew members.
- Check refuse trucks for proper maintenance and cleanliness; report mechanical and other problems to a superior.
- Prepare time cards, accident, injury, and equipment reports.

QUALIFICATIONS

Knowledge of:

- Effective and efficient methods and procedures for scheduling and assigning the work of crews in refuse collection and disposal.
- Use and care of equipment commonly used in refuse collection.
- Local refuse collection policies and procedures.
- Principles and practices of supervision, training, and performance evaluation.

Ability to:

- Plan, lay out, schedule, and inspect the work of a number of crews engaged in refuse collection and disposal.
- Perform complete inspections and prepare reports.

- Supervise, train, and evaluate subordinates.
- Work overtime as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade. Twelve units or equivalent in classes dealing with supervision preferred.

Experience: Five years supervisory experience in refuse collection and disposal, or four years of experience as a Solid Waste Collector II.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Solid Waste Collection Supervisor II

TO: